

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-222 **Issue Date:** 11-18-15 **Closing Date:** 12-03-15

Bookkeeper III
Tribal Historic Preservation Office
Department of Natural Resources
Hourly Wage: \$13.21/Regular/Full-Time

Responsible to perform basic bookkeeping duties associated with the daily operation of the Tribal Historic Preservation Office. Knowledge and experience with JD Edwards System. Prepares and maintains financial records. Will also be responsible for managing incoming and outgoing mail. Maintains program filing and records management system. Answers and directs incoming phone calls as appropriate. Provides assistance and direction to the public, tribal employees and Tribal Council.

Knowledge, Skills and Abilities:

- Knowledge of bookkeeping principles, practices and terminology.
- Knowledge of Yakama Nation bookkeeping process.
- Knowledge in the JD Edwards System.
- Knowledge of current literature, developments and trends in the areas of bookkeeping and accounting.
- Knowledge of methods, principles and techniques of governmental accounting.
- Ability to work independently and productively.
- Ability to close travel documents and processes bill payments in a timely manner.
- Ability to understand and execute oral and written instructions.
- Ability to apply available administrative and financial guidelines to varied situations.
- Ability to apply or learn computer input procedures and editing techniques.
- Ability to establish and maintain effective working relationships.
- Ability to communicate well both orally and in written form.
- Ability to operate standard office equipment associated with the position.
- Ability to utilize a computer and assorted software.
- Ability to electronically scan and file all documents.
- Close travel documents and processes bill payments timely.

General Recruiting Indicators:

- High School Diploma or GED required and one year experience as a Bookkeeper II. Or, completion of a certified or accredited bookkeeping program AND one year experience. OR, two years progressively responsible work experience in accounts maintenance or closely related position.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Must have a valid Washington State Driver License and ability to obtain a Yakama Nation Tribal Driving Permit.